



New Jersey Department of Environmental Protection

RECRUITMENT OPPORTUNITY
POSTING NUMBER: LA 26-2013

TITLE: Head Procurement Clerk

RANGE/SALARY: R15/ \$38,394.65-\$53,921.27

OPENING DATES: June 3, 2013

CLOSING DATE: June 17, 2013

EXISTING VACANCIES: One (1)

WORKWEEK: 35 hour workweek

PROGRAM/LOCATION: Division of Budget & Finance
Accounting Operations & Procurement
428 East State Street, Trenton, NJ 08625

DESCRIPTION:

Under the direction of the Senior Buyer or other supervisor in a state department or agency, prepares detailed applications and other data required for the procurement of office materials and services, establishes and maintains liaison with vendors, salespeople, and the Division of Purchase and Property, and prepares inventory reconciliation reports: does related work as required.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in work involving the purchasing, storing, and supplying of office equipment, materials, and supplies.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted to Human Resources in response to this notice.

LICENSE: Appointee will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJDEP on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the NJDEP or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

SCOPE OF ELIGIBILITY: Open to eligible candidates who meet the above requirements.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS TO:

Lindi Ashton
Division of Human Resources
Bureau of Human Resources Operations
PO Box 420; Mail Code 436-01
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POSTING AUTHORIZED BY:

Debra A. Ewalt, Director
Division of Human Resources